



DEPARTMENT OF LICENSING  
MASTER LICENSE SERVICE  
PO BOX 9048  
OLYMPIA WA 98507-9048

UBI

Owner Name

## City Business License Addendum

### SIDE A: For A Business Location Inside City Limits

This form must be submitted with a completed Master Business Application form and required fees.

#### Instructions:

1. Complete Side A of this form to apply with a city where your business is physically located inside city limits, if not already licensed with the city. Submit a separate application for each physical location if you have more than one.
2. Complete Side B of this form to apply with other cities to which you will travel to conduct business.
3. In Section 2 of the Master Business Application, write the license name(s) and fee(s) for the city you select below.
4. Complete a separate **Master Business Application** and City Addendum form for each physical business location. The city selected must match on both forms.

#### Please Note:

- City licenses must be approved by the city before business may begin. City **Land Use, Building** and **Fire** codes and ordinances may be applicable. Contact each city directly for information.
- You must apply for business licensure directly with cities not listed on this form. (Contact the Master License Service regarding City of Richland.)

#### **A** Complete this section for a city license where your business is located inside city limits.

1. Please indicate the city where your business is physically located (select only one):  
☐ **Bellevue** <sup>(30)</sup> **\$28**      ☐ **Duvall** <sup>(504)</sup> **\$55**      ☐ **Gig Harbor** <sup>(503)</sup> **\$20**      ☐ **Sammamish** <sup>(500)</sup> **\$15**  
☐ **Skykomish** <sup>(513)</sup> **\$25**      ☐ **Spokane Valley** <sup>(515)</sup> **\$13**      ☐ **Sultan** <sup>(502)</sup> **\$75**      ☐ **Tumwater** <sup>(510)</sup> **\$50**
2. First date of business in the city selected: \_\_\_\_\_
3. Have you ever held a business license in the city you selected above?..... ☐ Yes      ☐ No  
If yes, note the city license number of your previous business (if known): \_\_\_\_\_
4. Will you use or store any hazardous or flammable materials at this location?.... ☐ Yes      ☐ No
5. Are you conducting the business from your residence?..... ☐ Yes      ☐ No  
*Some cities have special home occupation regulations, please contact the city for more information.*
6. Square feet of floor space utilized by your business at this location: \_\_\_\_\_
7. Give the name and phone number of two after-hours Emergency Contact persons for this business location:  
Name: \_\_\_\_\_ Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Name: \_\_\_\_\_ Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_
8. Are you applying as a nonprofit organization?..... ☐ Yes      ☐ No  
If yes, attach a copy of your IRS nonprofit certificate issued under section 501(c) of the IRS code.
9. Are you a general or specialty construction contractor?..... ☐ Yes      ☐ No  
If yes, provide the Dept. of Labor & Industries registration number (if known): \_\_\_\_\_
10. Mark any of the following activities that will be conducted at or from this business location:  
☐ Sexually Oriented Business      ☐ Charging Admission      ☐ Amusement Devices / Arcades  
☐ Adult Entertainment      ☐ Taxi or For Hire Service / Dispatch      ☐ Ambulance Service / Dispatch  
☐ Gambling      ☐ Utility (telephone/cellular/ISP, cable, gas, electric, garbage)



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### SIDE B: For A Business Location Outside City Limits

This form must be submitted with a completed Master Business Application form and required fees.

#### Please Note:

- **Read the instructions on Side A** of the form before completing this page.
- Select cities from the list below to which you will travel to conduct business. *Use the other side of this form to apply for the city license for the city in which your business is physically located.*
- You must apply for business licensure directly with cities not listed on this form. *Contact the Master License Service regarding City of Richland.*
- In Section 2 of the **Master Business Application**, write the license name and fee for each city you selected below.

### **B** Complete this section for city licenses with no physical location inside the city limits.

1. My business is not physically located in the cities selected below, but requires those city licenses to operate there.

☐ **Bellevue** (30) **\$28**

First date of business in Bellevue: \_\_\_\_\_

Previous city license # (if known): \_\_\_\_\_

☐ **Gig Harbor** (503) **\$20**

First date of business in Gig Harbor: \_\_\_\_\_

Previous city license # (if known): \_\_\_\_\_

☐ **Skykomish** (513) **\$25**

First date of business in Skykomish: \_\_\_\_\_

Previous city license # (if known): \_\_\_\_\_

☐ **Sultan** (502) **\$75**

First date of business in Sultan: \_\_\_\_\_

Previous city license # (if known): \_\_\_\_\_

☐ **Duvall** (504) **\$55**

First date of business in Duvall: \_\_\_\_\_

Previous city license # (if known): \_\_\_\_\_

☐ **Sammamish** (500) **\$15**

First date of business in Sammamish: \_\_\_\_\_

Previous city license # (if known): \_\_\_\_\_

☐ **Spokane Valley** (515) **\$13**

First date of business in Spokane Valley: \_\_\_\_\_

Previous city license # (if known): \_\_\_\_\_

☐ **Tumwater** (510) **\$50**

First date of business in Tumwater: \_\_\_\_\_

Previous city license # (if known): \_\_\_\_\_

#### Please answer the following general questions regarding your business:

2. Are you applying for your business as a nonprofit organization?..... ☐ Yes ☐ No  
If yes, attach a copy of your IRS nonprofit certificate issued under section 501(c) of the IRS code.
3. Are you a general or specialty construction contractor?..... ☐ Yes ☐ No  
If yes, provide the Dept. of Labor & Industries registration number (if known): \_\_\_\_\_
4. Do you provide utility service (telephone/cellular/ISP, cable, gas, electric, garbage)?..... ☐ Yes ☐ No

#### City Contact:

City of Bellevue (425) 452-6851  
City of Duvall (425) 788-1185  
City of Gig Harbor (253) 851-8136  
City of Sammamish (425) 898-0660

City of Skykomish (360) 677-2388  
City of Spokane Valley (509) 921-1000  
City of Sultan (360) 793-2231  
City of Tumwater (360) 754-4136